Creating a Multiple Choice Test

This Quick Guide will take you through the steps involved in creating a Multiple-Choice Test in your MyAberdeen course.

Step 1 – Create a Test

- Login to MyAberdeen and click on your selected Course
- In the course menu panel at the left hand side of the Homepage, select the Course Area e.g. Assessment, where the Test will be located
- In the Course Area page which opens, move the cursor over the Assessments button to display the create options
- Click Test.
- In the Create Test page that opens, click Create. The Test Information page opens
- Give your test a Name
- Use the Text Editor boxes to enter a Description and any Instructions that might be needed
- Click Submit. Now you will be taken to the Test Canvas page where you can Create or Upload questions

Step 2 – Creating Questions

Note: Once created, questions are stored in a database which can be accessed on the Test Canvas page, by clicking Reuse Question, then Find a Question

- In the Test Canvas page which opens, move the cursor over the Create Question button to display the question options
- Click Multiple Choice to open the Create/Edit Multiple Choice Question page
- Section 1 – Question – give your question a Title (optional) and enter the question Text in the Text Editor box
- Section 2 – Options
  - choose the options for answer numbering and orientation
  - choose whether to allow partial credit for incorrect answers and whether to randomise answers
- Section 3 – Answers
  - Select the number of answer choices you require
  - fill in each of the fields with your possible answers
  - select the correct answer by clicking on the round button to the left of the answer field.
- Section 4 – Feedback – enter any feedback that will display in response to a correct and an incorrect answer using the Text Editor boxes
- Section 5 - Click Add to add a Category, Topic, Level of Difficulty or Keyword to the question
  - You can remove this by clicking the X icon

Note: Adding criteria to your question in Section 5 will enable you to use the corresponding menus on the Find a Question page to group or locate questions (see above)

- Section 6 – Instructor Notes – use the Text Editor field to enter any notes
- Section 7 – Submit – click Submit to add your question to the test
- You will be taken back to the Test Canvas Page where you can repeat Step 2 to add further questions
- When you have finished creating questions click Ok at the bottom right of the Test Canvas page
- Click Submit on the Create Test page which appears, to open the Test Options page

Step 3 – Test Options

On the Test Options page you can control information about the Test, including instructions, availability, feedback, and presentation
Section 1 – Test Information
- here you can edit the name and description of your test
  - Choose whether to have the test open in a new window or not by ticking the appropriate box

Section 2 – Test Availability
- Tick the box to make the test available (you can still select a date period during which the test will be available if you do not want it to appear immediately)
- Tick the box if you want to create a new announcement for the test
- Set the availability options for: Number of Attempts, Forced Completion, Timer and Auto Submit
  - Choose the dates for which your test will be available
  - Elect whether to set a Password for accessing the test and create the password

Section 3 – Due Date
- set the date by which the test must be completed
  - Click on the Calendar and Clock icons to choose the date and time or enter these manually in the boxes provided

Section 4 – Self-Assessment Options
- Tick the appropriate box to elect whether to Include the test in Grade Centre Calculations, or to Hide the Results of this Test

Note: Including the test in Grade Centre enables you to view the students’ results. Selecting this option, which is selected by default, automatically adds a column to the Grade Centre for this test. Students will only be able to view their MyGrades section of the Grade Centre if you have chosen to make it available.

Section 5 – Test Feedback
- Tick the box to select the type of feedback students will receive on completion of the test

Section 6 – Test Presentation
- Tick the appropriate boxes to select the way your test will be presented to students

Section 7 – Submit
- Click Submit to apply the options selected
  - Your test will be displayed on the Course Area page where you chose to locate it in Step 1

Note: You can preview the test in order to check how it will be experienced by your students by clicking on the test name in the Course Area page and following the instructions on-screen. Clicking the Chevron icon beside the test name opens a drop-down menu with further options. These options are explained in the Blackboard Instructors Manual for Learn 9.1, available at: http://www.abdn.ac.uk/eLearning/myaberdeen/tutorials/

Click the More Help link beside the page description, on any MyAberdeen page, for further details of that page’s functionality

Important Note on Accessibility: MyAberdeen users using screen reader (for example JAWS) may encounter difficulty with tests. The following best practice should be followed:
Within the test description (Step 1) – detail the number of questions and question types included in the quiz
Within the question description (Step 2, Section 1) – include details of the type of question and number of answer options

For further information on accessibility with MyAberdeen see: http://www.abdn.ac.uk/eLearning/accessibility/myaberdeenaccess/ or contact c1t@abdn.ac.uk For advice on helping students with the use of assistive technology contact atech@abdn.ac.uk.